

TAB

OFFICE OF THE
DEPUTY DIRECTOR (ADMINISTRATION)

Functions and Activities

The Deputy Director (Administration) is in charge of administrative support for the Central Intelligence Agency. A primary function of administrative support is to ensure that persons with either operational or intelligence production responsibilities obtain whatever they need when it is needed and where it is to be used. In executing his responsibilities, the Deputy Director (Administration) must act for the Director of Central Intelligence in carrying out many of the special powers granted him by the Congress and for which the Director is personally responsible.

Project Administrative Planning Staff

In order to assist the Deputy Director (Administration), the Project Administrative Planning Staff was formed on 29 December 1952. This Staff is responsible for determining for the Deputy Director (Administration) the maximum amount of operational control and protection of Agency funds feasible under the special situations extant as the result of certain Agency projects which, by their nature, cannot be carried out in accordance with Agency Regulations. Once the Chief of Administration, Office of the Deputy Director (Plans), has determined that a project cannot be administered within the framework of existing Agency Regulations, he turns to the Project Administrative Planning Staff which, in cooperation with operating officials, then prepares a document for each such project, known as an Administrative Plan, describing the procedures by which controls are made effective as well as the responsibilities of each Agency component in carrying out the project. Thus, the Administrative Plan becomes a special set of regulations for the project in question, and it is this instrument which enables the operating officials to be supplied with sound advanced administrative planning which they, as consumers of administrative support, are entitled to expect. In addition, the Project Administrative Planning Staff undertakes to periodically review all projects operating under approved Administrative Plans, to determine that their execution is in compliance with the terms of the Plan and, further, that the Plan as written is adequate to meet the current situation. Funds for the operation of the Project Administrative Planning Staff and its personnel come directly from the appropriation of the Office of the Deputy Director (Administration).

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